

OCCUPATIONAL ASSESSMENT TOOL

Selecting the right person for an apprenticeship can be a challenging process, but how can you be sure the standard you have chosen is the right one for them? Do you understand their current level of skills, knowledge, and behaviours in comparison to the apprenticeship standard you want to use? Do you know what progress your learner is making towards End Point Assessment (EPA) once on the programme?

It is a requirement of the apprenticeship funding rules that each learner on an apprenticeship requires significant new knowledge, skills and behaviours and this must be evidenced.

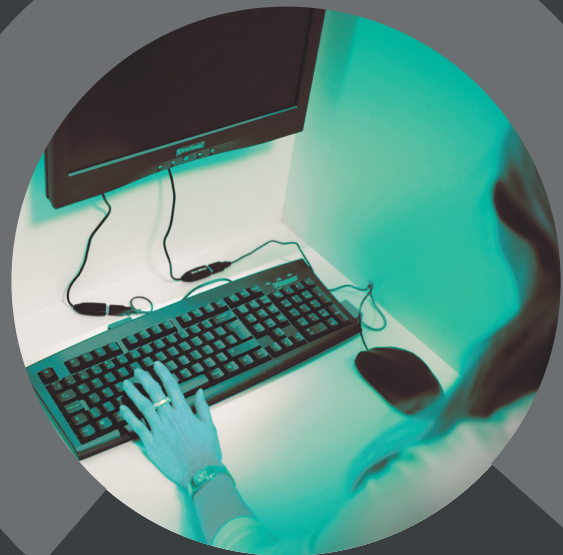
IFA guidance of "You and the main provider must be satisfied that the apprenticeship is the most appropriate learning programme for the individual and have evidence (to be kept by the main provider) that it is either:

E11.1 a new job that requires new knowledge and skills;

or E11.2 an existing job role, where the individual needs significant new knowledge, skills and behaviours to be occupationally competent."

To enable employers to conduct an initial assessment followed by progress assessments whilst retaining evidence, the NSAFD has developed the Occupational Assessment Tool.

It enables you to support employees through a self-assessment of their skills, knowledge and behaviour to demonstrate current capability, allowing you to select the most appropriate people for the programme, or adjust their programmes accordingly with your provider to deliver only what is required - it also allows to re-assessment 6 times throughout the Apprentice's programme as they progress towards EPA.



Benefits of the tool

- Employers can support assessments of staff to understand current competency levels against an industry developed occupational standard. This enables you to identify skills gaps within the workforce, and develop programmes to bridge those gaps.
- When considering apprenticeship programmes, employees can complete a supported self assessment against multiple standards. This enables you to determine the most appropriate standard for your organisation, in order for you to engage with training providers.
- Results of the initial self assessment can be used when working with your chosen provider to collate evidence that the right people are on the right programmes, build individual learning plans and negotiate costs of programme. This ensures that current apprenticeship guidance is being met.
- You are able to support your employee through 6 self assessments throughout their learning programme against the statements in the standard. This enables you to independently track progress and understand where the learner believes they are in relation to the standard.
- The final assessment can be used to confidently determine the employees readiness to enter gateway. This enables the employer to make an informed judgement when signing the declaration at entry to gateway.

Pricing Model

Annual Licence Fee - £500 + VAT per annum which includes a 2-hour training session. This price includes uploading of standards that are not currently on the system. If you are a business member of the Employer Services Network, this annual fee is waived.

There is a minimum purchase of 25 Users per transaction. A 'User' is one employee enrolled onto OAT for up to 6 assessments. Once an apprentice has been set up as a User this cannot be reassigned.

Number of Users	Price Per User
25 - 49	£10.00
50 - 99	£8.00
100 - 249	£7.00
250 - 499	£6.00
500 - 999	£5.00
1000 - 2499	£4.20
2500 - 4999	£3.60
5000+	£3.00

All prices subject to VAT at current rate.

For more information please contact your NSAFD Account Manager or email info@nsafd.co.uk

